

UNITED STATES GOVERNMENT

## 2-Way Memo

Subject: Review of VM Minidisks

STAT To :  Customer Services Staff, ODP

FOLD

INITIAL MESSAGE

O/D/ODP

DATE OF MESSAGE	ROUTING SYMBOL
6/4/81	
TITLE OF ORIGINATOR	
O/D/ODP	

Bob:

Attached is the review of VM minidisks for Administrative Staff, Management Staff, and Office of the Director, ODP. As indicated three of the people have been reassigned and one is on IWOP. Please make sure ODP 121 is renamed to  and delete the disks to the others who were reassigned and on IWOP.

REPLY MESSAGE

From :

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

8 May 1981

MEMORANDUM FOR: ADP Control Officers  
SUBJECT: Review of VM Minidisks  
REFERENCE: Memo to ADP Control Ofcrs fm CSS/P/ODP  
dtd 7 Jan. 81, same subject

1. In order to give the ADP Control Officers an effective tool to assist in monitoring VM DASD use, CSS is producing quarterly reports which identify those VM disks that are not being used and those which are being underutilized. These reports will be an effective tool in preventing a buildup of unused disk space.

2. I have attached two reports for the minidisks that your office has on the VM system. The first report is a list of minidisks that were not used during the reporting period. Even though this is only for a five week period, this list may include minidisks that are in fact not being used at all. If this is true, they should be deleted. Place a check next to the minidisks that should be deleted.

3. The second report shows the amount of space used on each minidisk. It is our judgement that if a minidisk is less than 40% full and if there is no immediate plan for growth, it should be reduced in size. For these minidisks, indicate the new size on the report. The minimum size minidisk remains at one cylinder.

4. Please return the results of your review to the Customer Services Staff, Room GA0507. Messrs. [REDACTED] are available to answer questions or provide assistance and may be reached [REDACTED]



C/CSS/P/ODP

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